

Completing a Rehire Overview

The Rehire Employee business process is applicable to both salaried and wage employees.

Employee Records are used to manage the history of the different jobs an employee may have. An employee's initial hire is assigned to employee record 0. All new employee records are incremented by 1. When adding a new employment instance, Cardinal asks if the new employment instance should be associated to the current employee record. For guidance on when to answer Yes or No to this question see below.

- Answer **Yes**: if the employee is being rehired into the same agency and back into the same employee type (i.e., wage to wage). This will hire the employee back into same employee record they had previously. Use this job aid for this process.
- Answer **No**: if the employee is being rehired into a different agency or back into the same agency but into a different employee type (i.e., wage to salaried). This creates a new employee record and hires the employee into it. See the Job Aid titled **HR351 Completing a New Hire** for this process. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

The **Personal Organizational Summary** page provides summarized information related to all current or previous jobs an employee has at the Commonwealth of Virginia. This page may also return results for people with no job information in Cardinal. A review of the information on this page is necessary to determine how to process the rehire.

Note: Personal data for the person being rehired will not be available to view or modify in Cardinal until the rehire is processed.

Note: The process described in this job aid is also used when transferring an employee from one agency to another. For further information on transferring employees from one agency to another agency, refer to the Job Aid titled **HR351 Managing an Inter-Agency Transfer**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Note: Before starting the rehire process, validate the position selected is the required position and all data related to the position is as expected. For further information on updating Position Data, see the Job Aid titled **HR351 Managing Position Data**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Table of Contents

Rehire an Employee	2
Viewing/Updating Personal Data.....	14
Run the Employee Activity Report.....	16

Rehire an Employee

1. Before beginning, the applicable employee's SSN must be available for immediate reference. This process is performed to validate that the new employee is not currently in the Cardinal system, or if the employee is already in the system, to obtain the existing Person or Employee ID.

Navigate to the **Add a Person** page using the following path to search for matching persons:

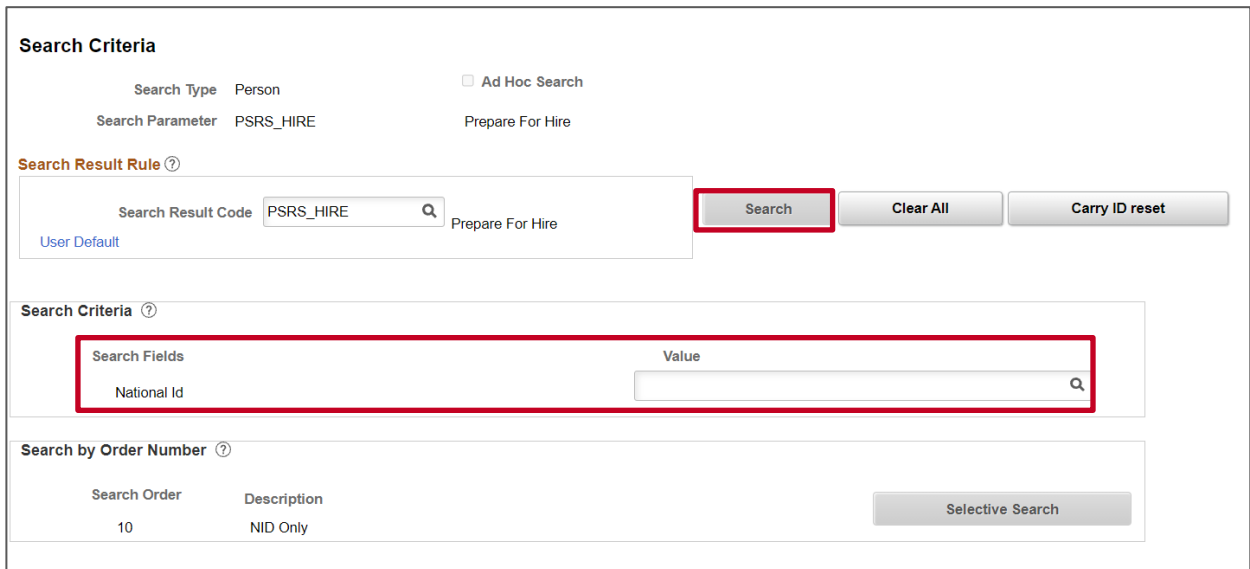
Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays.



2. Click the **Search for Matching Persons** link.

The **Search Criteria** page displays.



Search Type	Person	<input type="checkbox"/> Ad Hoc Search
Search Parameter	PSRS_HIRE	Prepare For Hire

Search Result Rule ⓘ

Search Result Code	Search	Clear All	Carry ID reset
PSRS_HIRE			

User Default

Search Criteria ⓘ

Search Fields	Value
National Id	

Search by Order Number ⓘ

Search Order	Description	Selective Search
10	NID Only	

3. Enter the employee's SSN into the **Value** field.
4. Press the **Tab** key on the keyboard to enable the **Search** button.

Note: The SSN is reformatted automatically (i.e. dashes are removed if they were entered).

5. Click the **Search** button.



Human Resources Job Aid

HR351 Completing a Rehire

The **Search Results** section displays the person's employee ID along with their last name, first name and a link to the **Personal Organizational Summary** page.

Search Results

Search Type Person☐ Ad Hoc Search

Search Parameter PSRS_HIRE Prepare For Hire

Result Code PSRS_HIRE Prepare For Hire

▼ Search Results Summary

Number of ID's Found 1

Search Order Number 10 NID Only

[Return to Search Criteria](#)

▼ Search Results

1-1 of 1

View All

	Empl ID	Last Name	First Name	Middle Name		
1	Carry ID	DOE	JOHN		Person Organizational Summary	<div><div>+</div><div>-</div></div>

6. Click the Personal Organizational Summary link.

The **Person Organizational Summary** page displays showing the employee's previous job information.

Person Organizational Summary

Person ID

▼ Employment Instances

ORG Instance 0

Last Hire 1/10/2003

Termination Date 9/12/2021

HR Status Inactive

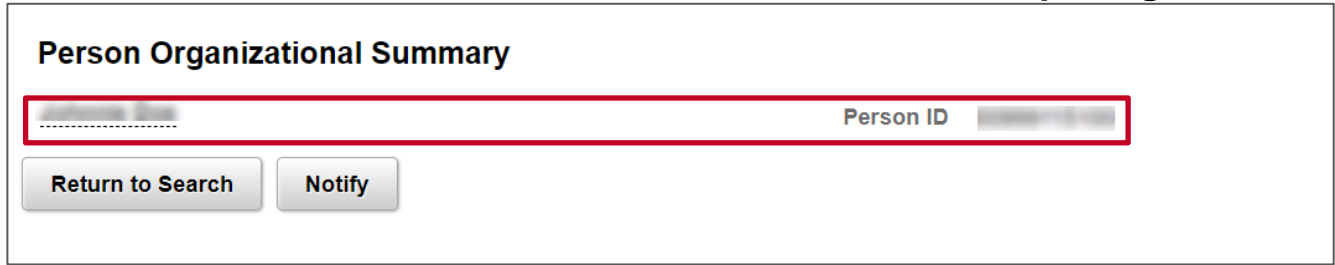
Payroll Status Terminated

Assignments

1-1 of 1

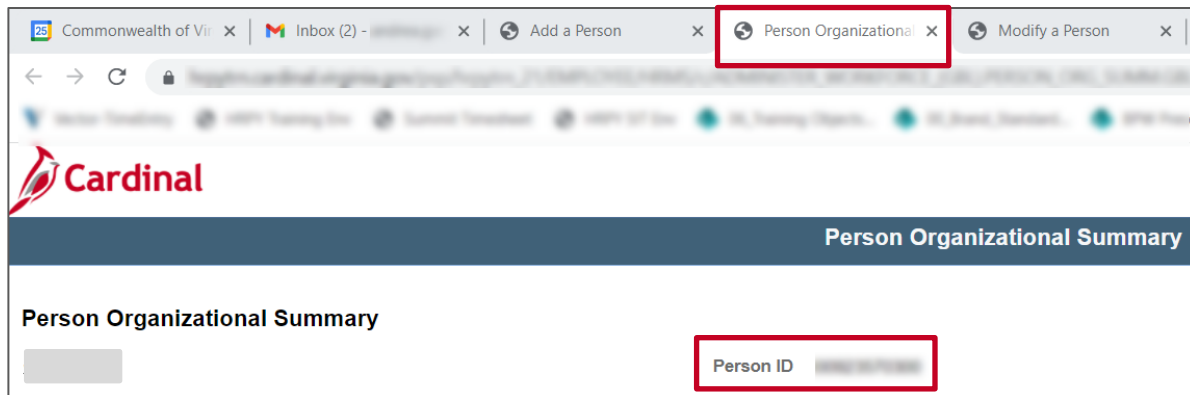
Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	9/12/2021	18200	10/05/2019	Classified	9/12/2021	19070	3	Terminated

Note: This page provides summarized information regarding any other jobs the person currently or previously held at the Commonwealth of Virginia. The information here helps to determine how to process the employee in Cardinal.



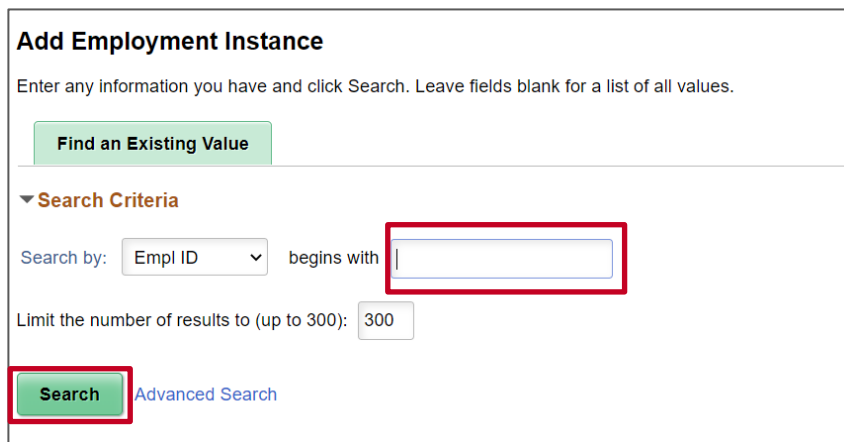
Note: If there is no previous job information for the person, the **Person Organizational Summary** page displays with only the employee's name and Person ID.

- Copy the **Person ID** and click the **X** to close the **Person Organizational Summary** tab at the very top of the screen.



- Navigate to the **Add Employment Instance** page using the following path:

Navigator > Workforce Administration > Personal Information > Organizational Relationships > New Employment Instance



- Enter the **Employee ID** or **Person ID** and click the **Search** button.

Do you wish to open the Job Data associated to this emplid: [redacted] Employee Record: 0 (25101,91)

Yes**No**

Note: For guidance on how to answer this question, review the following scenarios below:

- Click the **No** button if the employee is being rehired into a different agency or back into the same agency but into a different employee type (i.e., wage to salaried). The **New Employment Instance** page displays and clicking the **Add Relationship** button creates a new employee record that the employee can be hired into. Refer to the Job Aid titled **HR351 Creating a New Hire**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

New Employment Instance

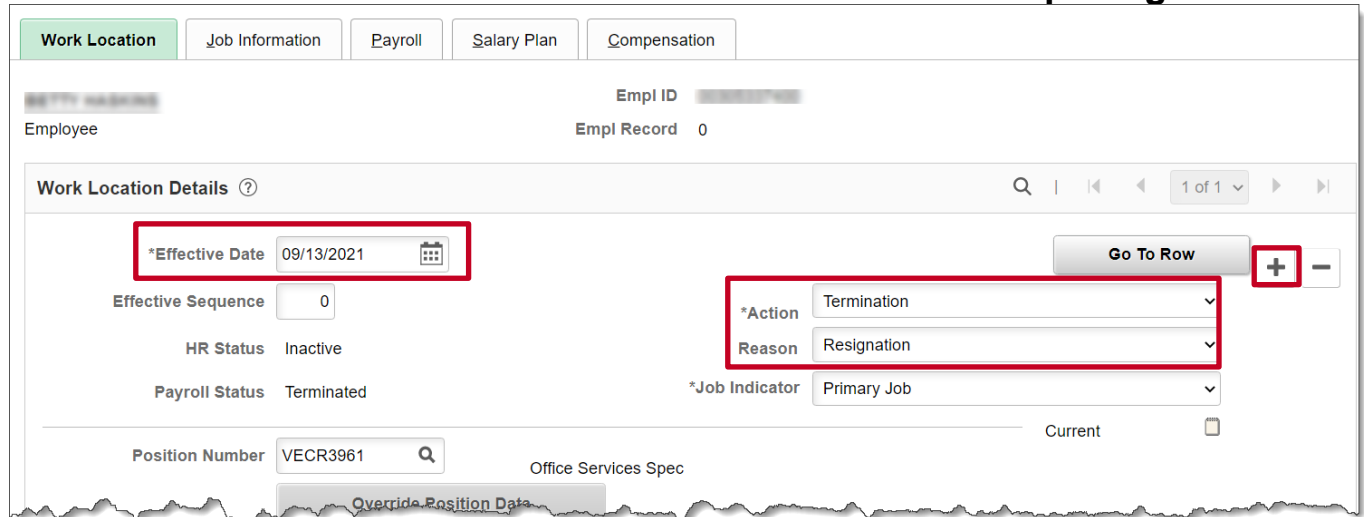
Empl ID [redacted]

Empl Record 0

Add Relationship

- Click the **Yes** button if the employee is being rehired into the same agency (18200) and back into the same employee type (i.e., wage to wage). This hires the employee back into same employee record they had previously.

10. After clicking the **Yes** button, the job data pages displays the current record of the termination action.



Work Location | Job Information | Payroll | Salary Plan | Compensation

Empl ID [REDACTED]
Employee [REDACTED] Empl Record 0

Work Location Details ?

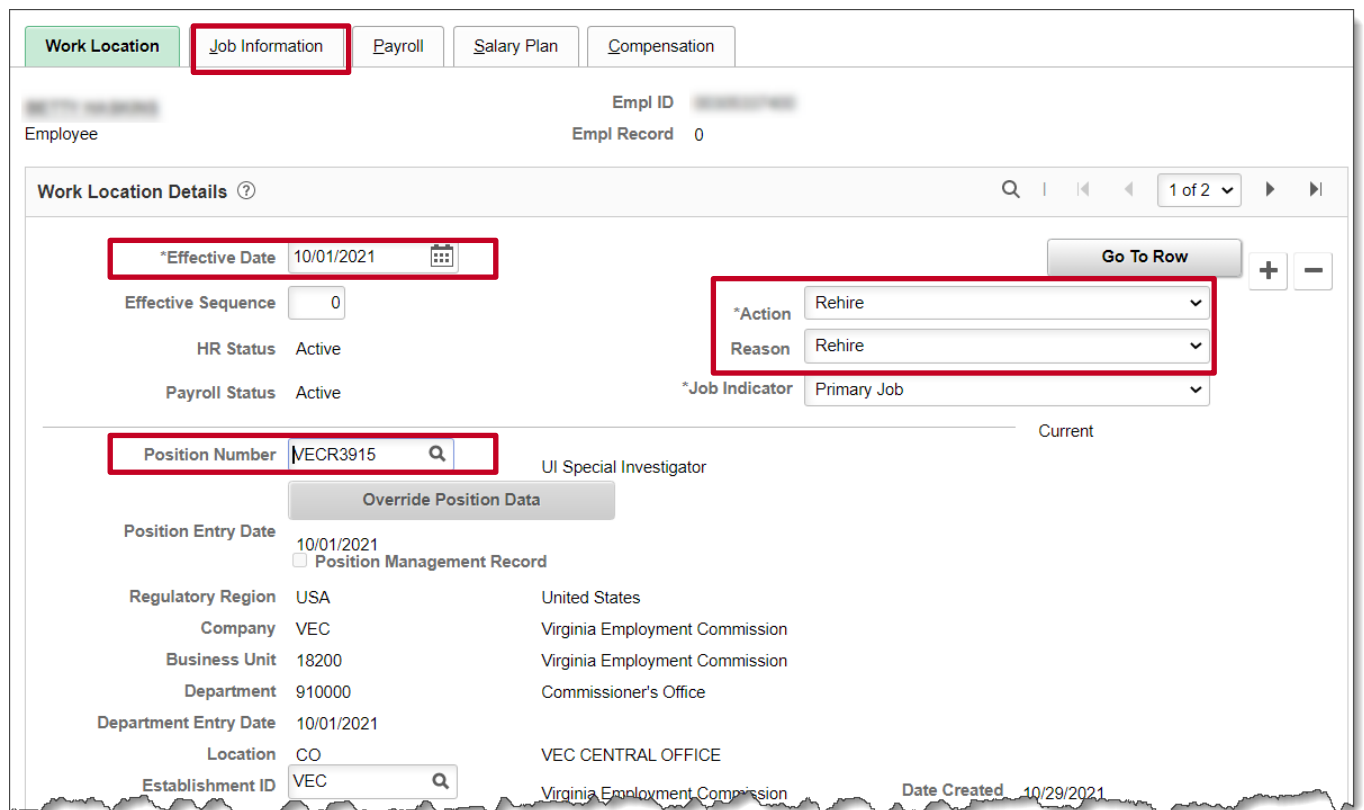
*Effective Date 09/13/2021 [Calendar Icon]
Effective Sequence 0
HR Status Inactive
Payroll Status Terminated

*Action Termination
Reason Resignation
*Job Indicator Primary Job

Position Number VECR3961 [Search Icon] Office Services Spec

Go To Row [Red Box around + icon]

11. Click the **Add a Row** button to add a new effective dated row.



Work Location | Job Information | Payroll | Salary Plan | Compensation

Empl ID [REDACTED]
Employee [REDACTED] Empl Record 0

Work Location Details ?

*Effective Date 10/01/2021 [Calendar Icon]
Effective Sequence 0
HR Status Active
Payroll Status Active

*Action Rehire
Reason Rehire
*Job Indicator Primary Job

Position Number VECR3915 [Search Icon] UI Special Investigator

Go To Row [Red Box around + icon]

Position Entry Date 10/01/2021
Regulatory Region USA United States
Company VEC Virginia Employment Commission
Business Unit 18200 Virginia Employment Commission
Department 910000 Commissioner's Office
Department Entry Date 10/01/2021
Location CO VEC CENTRAL OFFICE
Establishment ID VEC Virginia Employment Commission

Date Created 10/29/2021

12. The **Effective Date** field defaults to the current system date. Update this date to the date of the rehire as needed using the **Calendar** icon.

13. Select the **Action** of **Rehire**.

14. Click the applicable **Reason** from the drop-down button.

Note: For further information on valid Action and Reason code combinations and a PMIS crosswalk, see the Job Aid titled **HR351 Action Reason Workbook**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

15. Enter/select the Position Number in the **Position Number** field using the look-up icon.

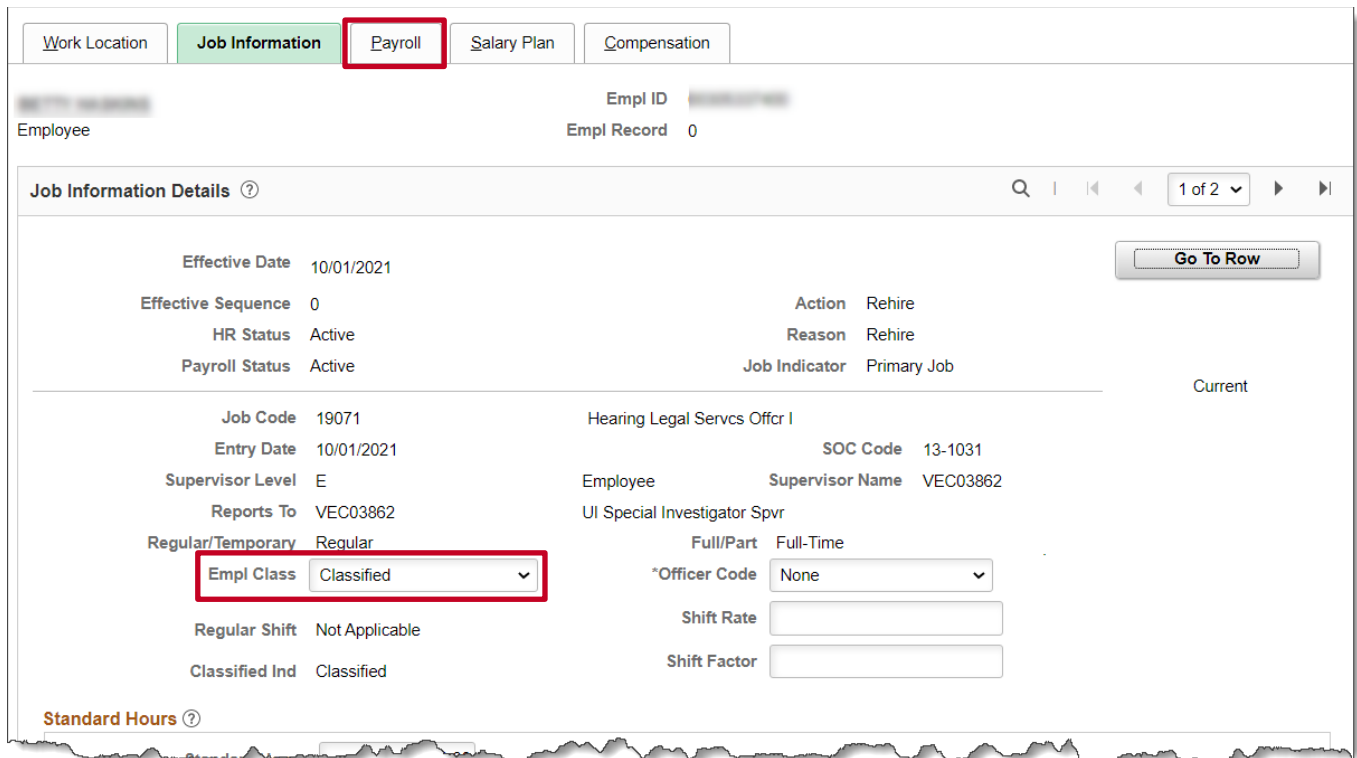
The **Work Location** tab refreshes and the remaining Position Data populates based upon the selected **Position Number**.

16. The remaining information populates based on the Position Number entered/selected. Review the information. If the Position Data is not correct, cancel the action and make corrections to the Position before assigning the employee to the position.

Note: For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

17. If the Position Data is correct, click the **Job Information** tab.

The **Job Information** tab displays.



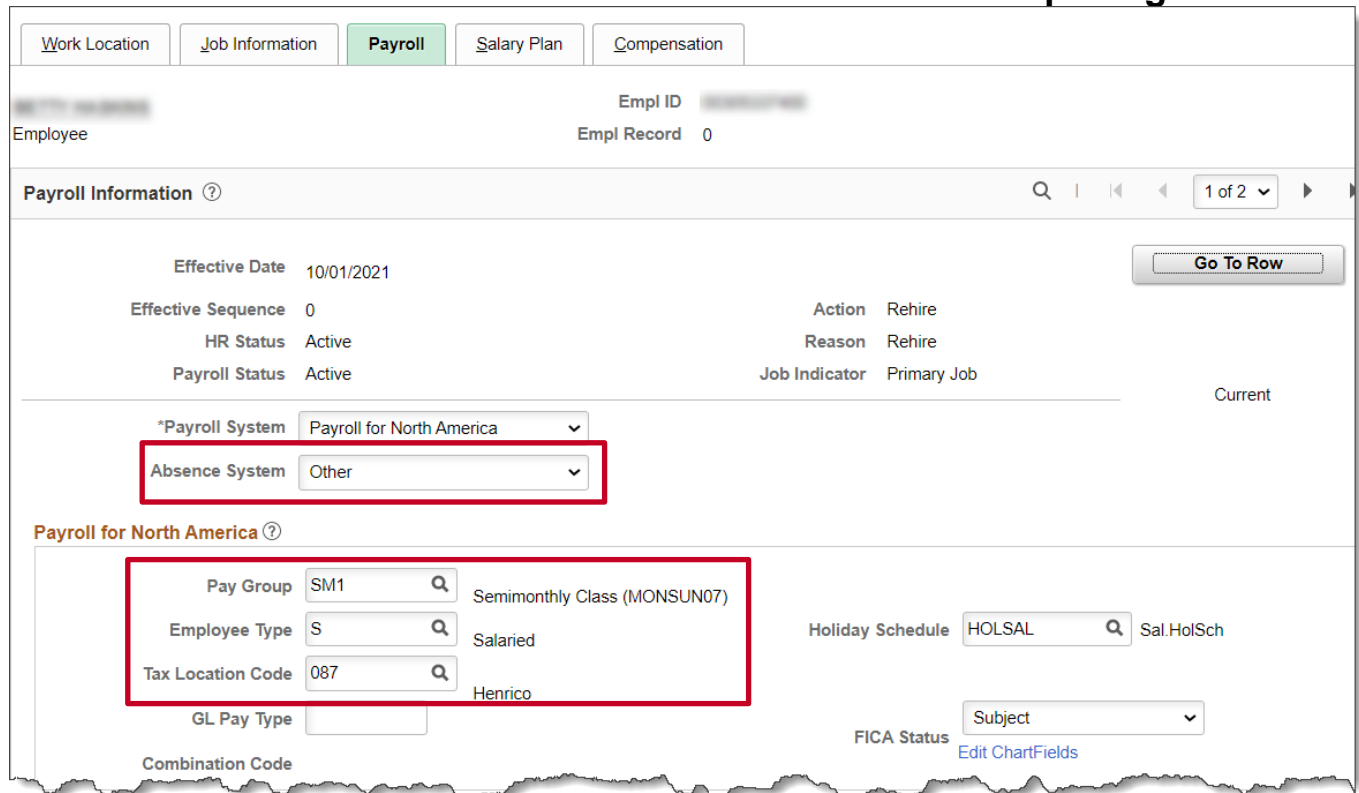
The screenshot shows the 'Job Information' tab selected in the HR351 system. The 'Payroll' tab is highlighted with a red box. The 'Empl Class' field is also highlighted with a red box and shows a dropdown menu with 'Classified' selected. The form displays various employee details including Effective Date, Job Code, Entry Date, Supervisor Level, Reports To, Regular/Temporary status, and Job Indicator.

Effective Date	10/01/2021	Action	Rehire
Effective Sequence	0	Reason	Rehire
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		Current
Job Code	19071	Hearing Legal Servcs Offcr I	
Entry Date	10/01/2021	SOC Code	13-1031
Supervisor Level	E	Employee	Supervisor Name VEC03862
Reports To	VEC03862	UI Special Investigator Spvr	
Regular/Temporary	Regular	Full/Part	Full-Time
Empl Class	Classified	*Officer Code	None
Regular Shift	Not Applicable	Shift Rate	
Classified Ind	Classified	Shift Factor	

18. Review/Select the employee classification using the drop-down button in the **Empl Class** field.

19. Click the **Payroll** tab.

The **Payroll** tab displays.



Work Location | Job Information | **Payroll** | Salary Plan | Compensation

Employee ID: [REDACTED] Empl ID: [REDACTED]
Employee: [REDACTED] Empl Record: 0

Payroll Information ?

Effective Date: 10/01/2021
Effective Sequence: 0
HR Status: Active
Payroll Status: Active

Action: Rehire
Reason: Rehire
Job Indicator: Primary Job

Current

*Payroll System: Payroll for North America
Absence System: Other

Payroll for North America ?

Pay Group: SM1 Semimonthly Class (MONSUN07)
Employee Type: S Salaried
Tax Location Code: 087 Henrico
GL Pay Type: [REDACTED]
FICA Status: Subject
Holiday Schedule: HOLSAL Sal.HolSch
Combination Code: [REDACTED]

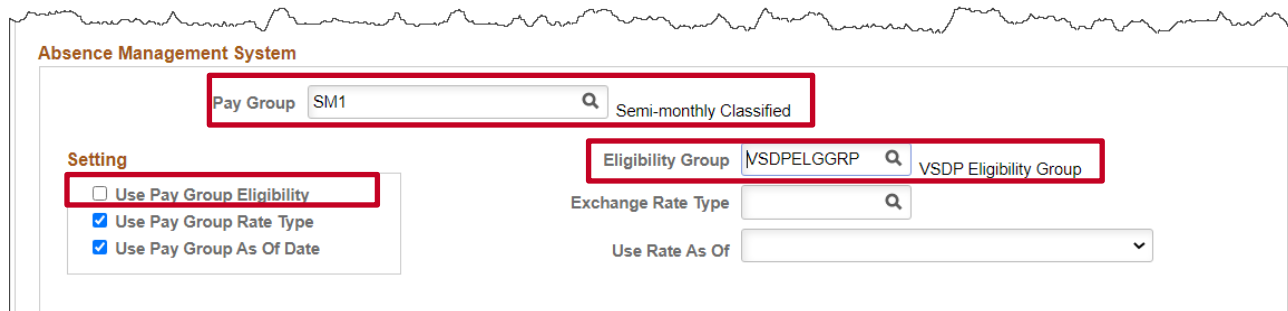
20. The **Absence System** field defaults to “Other”. If the agency uses Cardinal Absence Management, click the drop-down button and select “**Absence Management**”.

21. Enter/select the applicable Pay Group in the **Pay Group** field within the **Payroll for North America**

Note: The **Employee Type** and **Holiday Schedule** fields default based on the Pay Group selection. Enter/select the applicable Tax Location Code (previously known as the FIPS code) in the **Tax Location Code** field.

Note: **FICA Status** defaults to Subject, if the agency is using Cardinal Absence Management this value will remain as defaulted in.

Note: The **Absence Management System** section only displays if “**Absence Management**” is selected in the **Absence System** field above.



Absence Management System

Pay Group: SM1 Semi-monthly Classified

Eligibility Group: VSDPELGGRP VSDP Eligibility Group

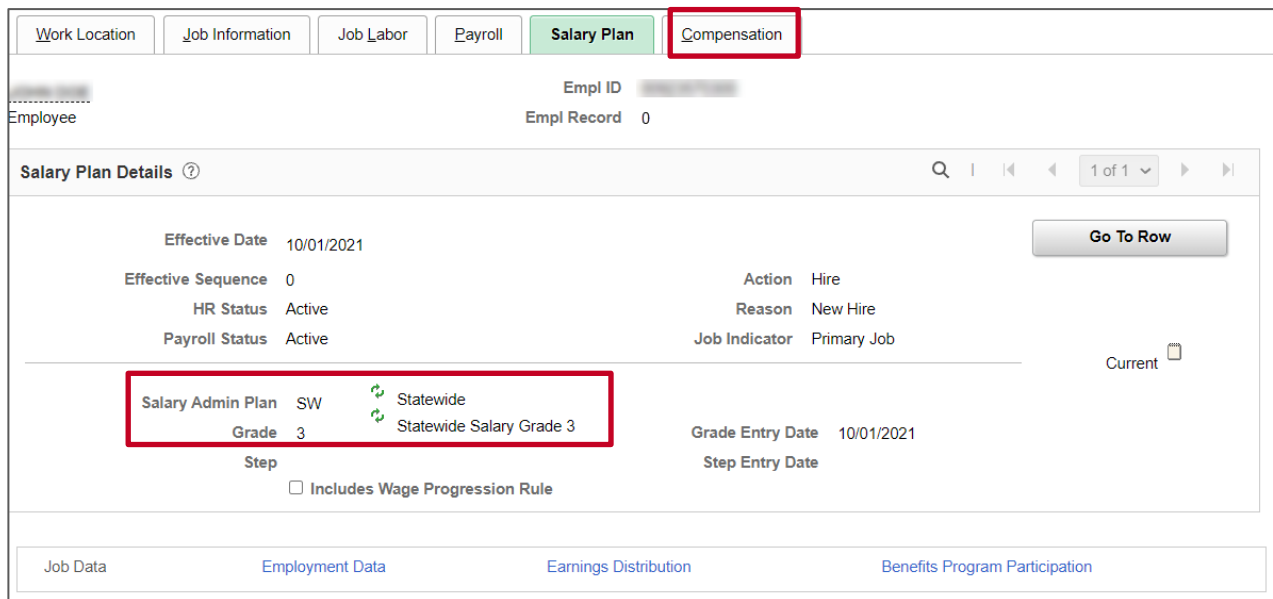
Exchange Rate Type: [REDACTED]
Use Rate As Of: [REDACTED]

Setting

☐ Use Pay Group Eligibility
☒ Use Pay Group Rate Type
☒ Use Pay Group As Of Date

22. Enter/select the same Pay Group in the **Pay Group** field within the **Absence Management System** section as was selected in the **Pay Group** field within the **Payroll for North America** section if the Pay Group is not auto-populated.
23. Enter/select the appropriate Eligibility Group in the **Eligibility Group** field.
24. De-select the **Use Pay Group Eligibility** checkbox.
25. Once the payroll information is entered, click the **Salary Plan** link at the bottom of the page.

The **Salary Plan** tab displays.



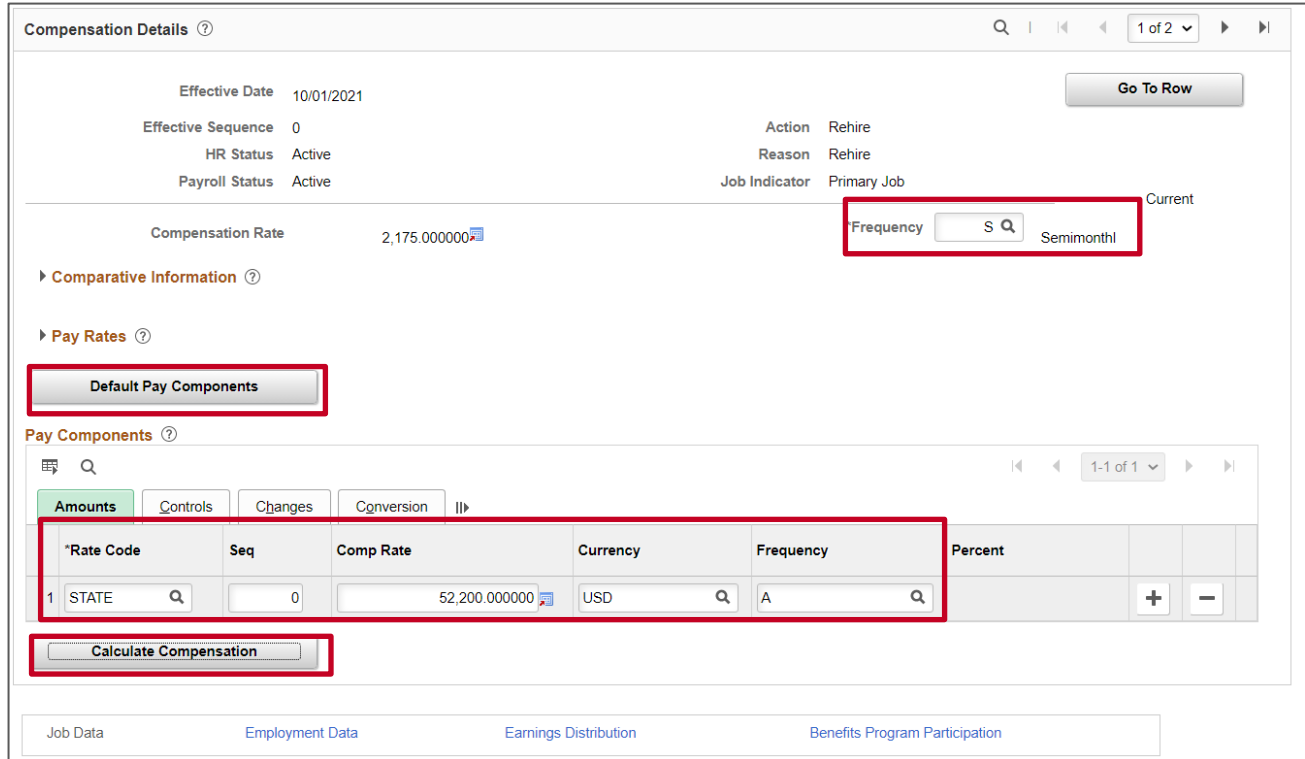
Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Employee					
Empl ID					
Empl Record 0					
Salary Plan Details					
Effective Date 10/01/2021					
Effective Sequence 0					
HR Status Active					
Payroll Status Active					
Action Hire					
Reason New Hire					
Job Indicator Primary Job					
Go To Row					
Current					
Salary Admin Plan SW					
Grade 3					
Step					
Includes Wage Progression Rule					
Statewide					
Statewide Salary Grade 3					
Grade Entry Date 10/01/2021					
Step Entry Date					
Job Data					
Employment Data					
Earnings Distribution					
Benefits Program Participation					

26. Review the salary plan information. If the salary plan information is not correct, cancel the action and make corrections to the Position before assigning the employee to the Position. The Salary Admin Plan/Grade may change for the employee if this action is a promotion or demotion.

Note: For further information on updating Position Data, see the Job Aid titled **HR351 Managing a Position**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

27. If the salary plan information is correct, click the **Compensation** tab.

The **Compensation** tab displays.



Compensation Details ⓘ

Effective Date: 10/01/2021
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active

Action: Rehire
 Reason: Rehire
 Job Indicator: Primary Job

Go To Row

Compensation Rate: 2,175.000000

Frequency: S Semimonthly

Current

► **Comparative Information** ⓘ

► **Pay Rates** ⓘ

Default Pay Components

Pay Components ⓘ

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	52,200.000000	USD	A	

Calculate Compensation

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

28. Enter/select the applicable Frequency Code in the **Frequency** field.

Note: The Frequency for salary employees is Semi-monthly, PAY18, PAY20, or PAY22.

29. Click the **Default Pay Components** button.

30. Enter/select the applicable Rate Code in the **Rate Code** field.

31. The **Currency** and **Frequency** fields default based on the **Rate Code** entered/selected. Enter the applicable annual compensation amount in the **Comp Rate** field.

32. Click the **Calculate Compensation** button.



Human Resources Job Aid

HR351 Completing a Rehire

The page refreshes.

Work Location Job Information Job Labor Payroll Salary Plan **Compensation**

Employee Empl ID 00923570300
Empl Record 0

Compensation Details ?

Effective Date 10/01/2021
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Hire
Reason New Hire
Job Indicator Primary Job

Go To Row

Current ☐

Compensation Rate 2,291.666667

*Frequency S Semimonthly

► **Comparative Information** ?

► **Pay Rates** ?

Default Pay Components

Pay Components ?

Amounts Controls Changes Conversion

	*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1	STATE	0	55,000.000000	USD	A		+	-

Calculate Compensation

Job Data **Employment Data** Earnings Distribution Benefits Program Participation

33. Click the **Employment Data** link at the bottom of the page.



Human Resources Job Aid

HR351 Completing a Rehire

The **Employment Information** page displays.

Employment Information

Employee Empl ID Empl Record 0

Organizational Instance ?

Organizational Instance Rcd	0	Original Start Date	09/10/2021	<input type="checkbox"/> Override	
Last Start Date	09/10/2021	First Start Date	09/10/2021		
Termination Date		Years	Months	Days	
Org Instance Service Date	09/10/2021	<input type="checkbox"/> Override	0	1	19

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	10/01/2021	First Assignment Start	09/10/2021		
Assignment End Date					
Home/Host Classification	Home	Years	Months	Days	Time Reporter Data
Company Seniority Date	01/10/2021	<input checked="" type="checkbox"/> Override	0	9	19
Benefits Service Date	09/10/2021	<input type="checkbox"/> Override	0	1	19
Seniority Pay Calc Date	09/10/2021	<input type="checkbox"/> Override	0	1	19
Probation Date	09/10/2022				
Professional Experience Date					
Last Verification Date					

*Work Mode

Alternate Leave Plan

VSDP Effective Date

Agency Use Field 1

Agency Use Field 2

Agency Use Field 3

Alternate Work Schedule

Person Employment Dates ?

Continuous State Service Date	09/10/2021
Leave Eligibility Service Date	01/10/2021
Previous Months Of Service	8

USA

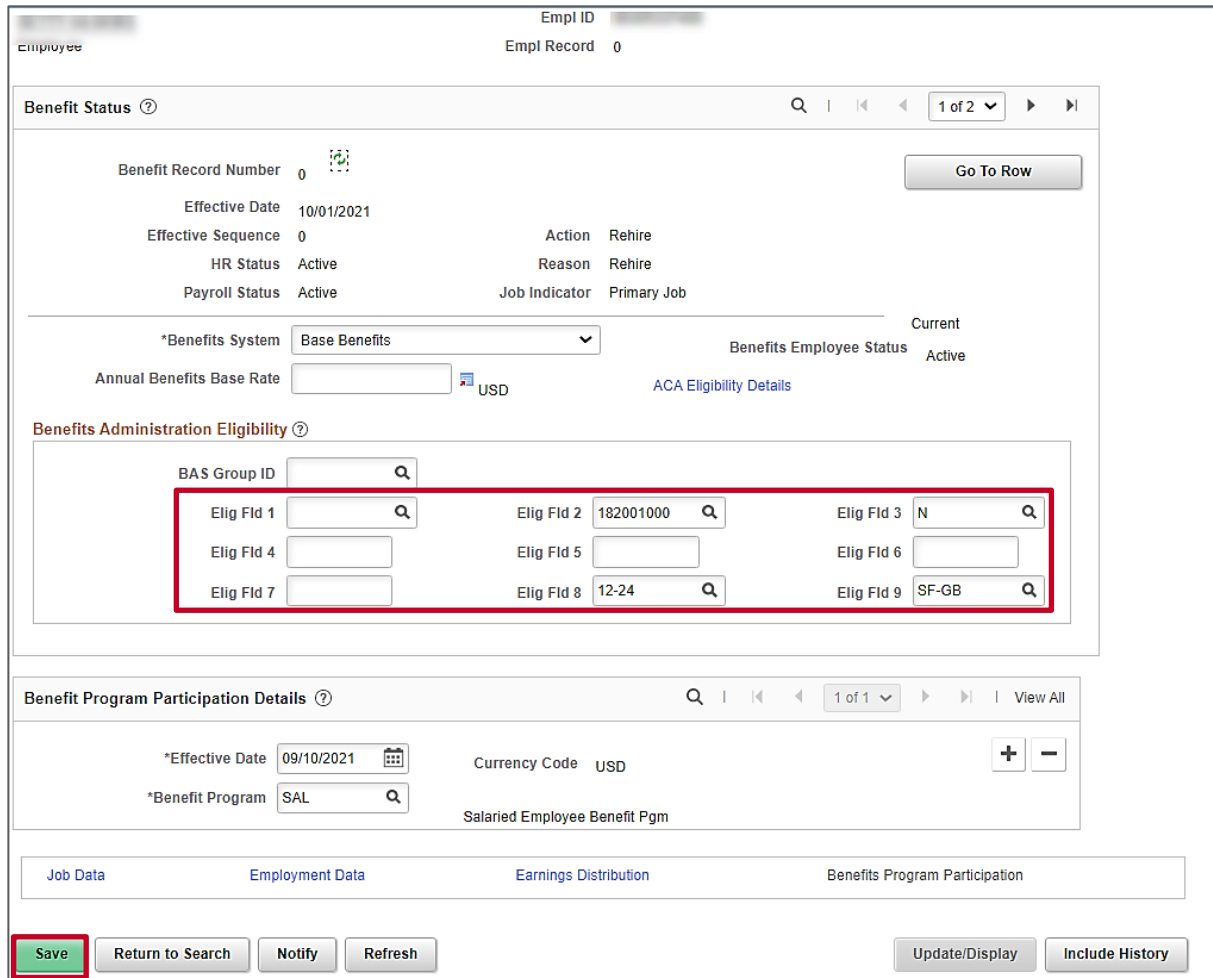
Job Data

Employment Data

Earnings Distribution


Benefits Program Participation

34. Review the employment information and validate for accuracy.
 35. If updates to **Continuous State Service Date**, **Leave Eligibility Service Date**, and **Previous Months of Service** are needed see the Job Aid titled **HR351 Impact of Breaks in Service Overview** Job Aid. This document can be found on the Cardinal website under Learning.
 36. Click the **Benefits Program Participation** link.
- The **Benefit Program Participation** page displays.



Empl ID [REDACTED]
Empl Record 0

Benefit Status ②

Benefit Record Number 0 

Effective Date 10/01/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Rehire

Reason Rehire

Job Indicator Primary Job

*Benefits System Base Benefits

Annual Benefits Base Rate [REDACTED] USD

Current Benefits Employee Status Active

ACA Eligibility Details

Benefits Administration Eligibility ②

BAS Group ID [REDACTED]	Elig Fld 1 [REDACTED]	Elig Fld 2 182001000	Elig Fld 3 N
	Elig Fld 4 [REDACTED]	Elig Fld 5 [REDACTED]	Elig Fld 6 [REDACTED]
	Elig Fld 7 [REDACTED]	Elig Fld 8 12-24	Elig Fld 9 SF-GB

Benefit Program Participation Details ②

*Effective Date 09/10/2021

Currency Code USD

*Benefit Program SAL

Salaried Employee Benefit Pgm

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include History

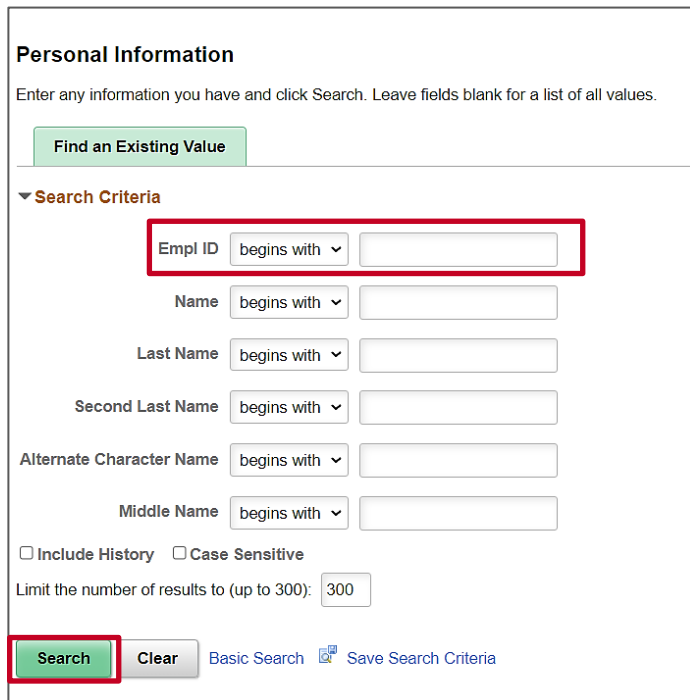
37. Review the Benefits Program Participation information and validate for accuracy.
 38. Update **Elig Fld 1 – 9** as needed.
- Note:** If any of the Benefit Program Participation information is not correct, coordinate with a Benefits Administrator. For further information on Eligibility Configuration Fields, see the **Job Aid** titled **BN361 Overview of the Eligibility of Configuration Fields**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
39. Click the **Save** button.

Viewing/Updating Personal Data

1. Review the employee's personal information by navigating to the **Modify a person** page using the following path:

Navigator > Workforce Administration > Personal Information > Modify a Person

The **Modify a Person** page returns.



Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

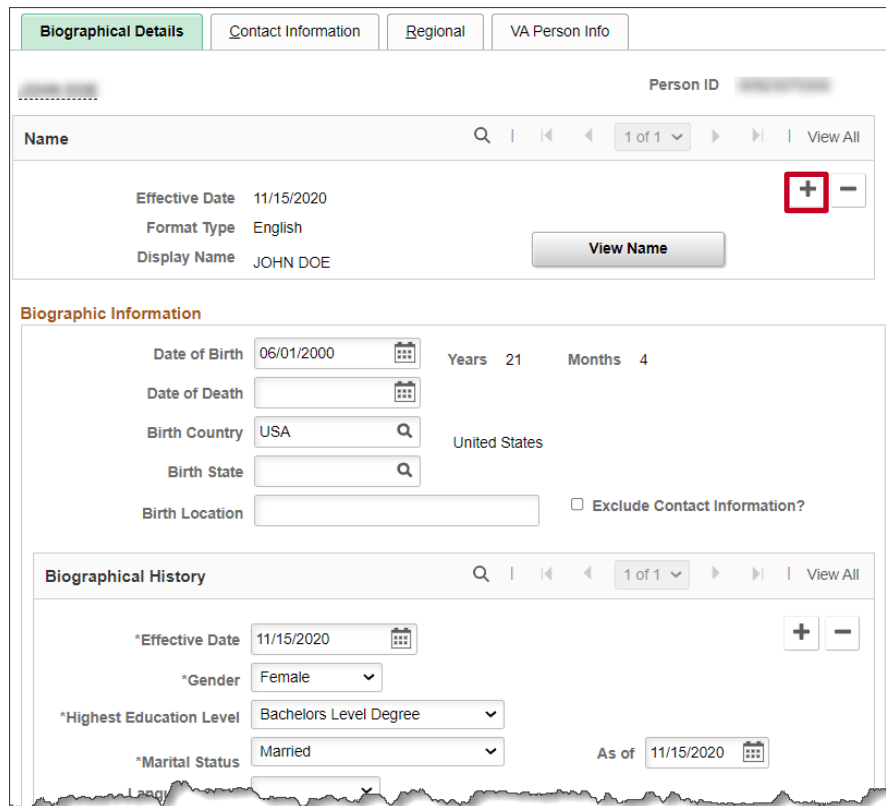
☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the applicable employee ID in the **Empl ID** field.
3. Click the **Search** button.

The **Modify a Person** page displays with the **Biographical Details** tab displayed by default.



Person ID [REDACTED]

Biographical Details | Contact Information | Regional | VA Person Info

Name [REDACTED] 1 of 1 | View All

Effective Date 11/15/2020
Format Type English
Display Name JOHN DOE

Biographic Information

Date of Birth 06/01/2000 Years 21 Months 4
Date of Death [REDACTED]
Birth Country USA United States
Birth State [REDACTED]
Birth Location [REDACTED] ☐ Exclude Contact Information?

Biographical History

*Effective Date 11/15/2020
*Gender Female
*Highest Education Level Bachelors Level Degree
*Marital Status Married As of 11/15/2020

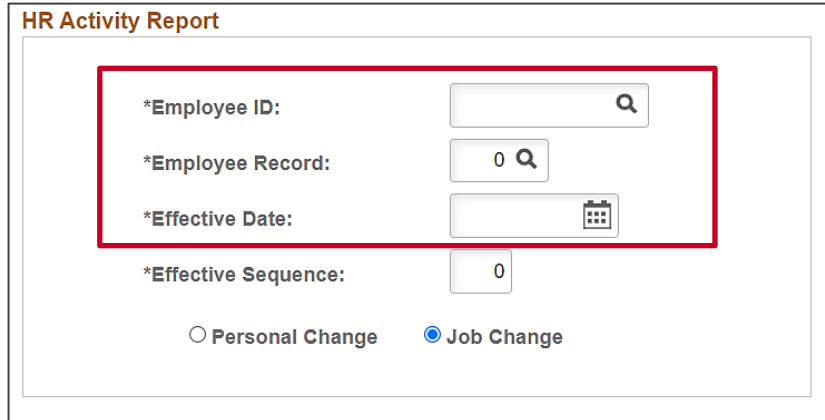
- If changes need to be made to the employee's personal data, click the **Add a Row** icon to make the applicable updates on each tab.

Run the Employee Activity Report


1. To run the **Employee Activity Report** for the employee, use the following navigation:


Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report


2. Enter the appropriate Employee ID, employee record and effective date of the rehire.



HR Activity Report

*Employee ID: 

*Employee Record: 

*Effective Date: 

*Effective Sequence:

☐ Personal Change ☒ Job Change

Note: For additional information on the Employee Activity Report, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

Print the report and place the printed transaction in the employee file for future audit requests.